



EASTERN CAPE DIVISION

DIRECTIVE 1 OF 2025 – COURT ONLINE

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PART A

1. INTRODUCTION

The OCJ is in the process of implementing Court Online (an advanced cloud - based collaboration solution) that is aimed at providing a platform for legal practitioners / litigants to file documents to the Courts electronically (E-Filing) over the Internet from anywhere. Court Online is an end-to-end E-Filing, Digital Case Management and Evidence Management system for the High Courts of South Africa. It provides legal practitioners/litigants with the opportunity to file documentation electronically online anywhere and anytime without being physically present at court. It also affords legal practitioners ease of managing their court appearance diaries and court evidence instantaneously online.

In line with the vision of the Office of the Chief Justice to adopt a digitised, accessible court system, the Eastern Cape Division of the High Court will be implementing Court Online in a phased approach as from **4 June 2025**, as follows:

COURT	GO LIVE DATE
Mthatha High Court	4 June 2025
Bisho High Court and East London Circuit Court	25 June 2025
Gqeberha High Court	09 July 2025
Makhanda High Court	23 July 2025

The directives hereunder serve to establish the first and second phases of the rollout, being periods from the ‘Go Live Date’ to 5 October 2025 and from 6

October 2025, respectively.

Phase 1

All new cases, other than motions (unopposed / opposed applications and urgent applications), initiated after the ‘Go Live Dates’, indicated above, must be uploaded onto Court Online. All motions will be dealt with traditionally (manually) during Phase 1.

Phase 2

From 6 October 2025, all new cases, including motions and reviews emanating from the Lower Courts, must be uploaded onto Court Online. Notwithstanding the launch of Court Online, this Division shall operate a hybrid system, whereby matters instituted prior to the implementation of Court Online shall continue to be administered through the existing manual filing system, while matters instituted after implementation shall be administered through the electronic Court Online system, unless otherwise directed by the Judge President.

Existing rules, practices and directives

All existing laws, rules, practices and directives must be adhered to. Where utilisation of the Court Online system is not compatible with the Practice Directives, a solution or method as near as possible to the intention of the Rules of this Court shall apply.

2. REGISTRATION

In preparation for the processing of any matter on the Court Online system, legal practitioners must register on <https://www.courtonline.judiciary.org.za>

before uploading cases for their firms on Court Online.

Foreign nationals registered with the Legal Practice Council (LPC) but who do not possess a South African identity number should contact the Court Online Support Helpdesk for assistance with registration.

The Judiciary Screen, which is the home page of the Court Online system, provides general information about access to the entire portal. This includes information about FAQ, Contact Us, Registrations and Video. Such information may be obtained through Call Center: 010 493 2600, and the following addresses:

Court Name	Support E-mail address
Bhisho High Court	BHCCourtonline@judiciary.org.za
East London Circuit Court	ELCCCourtonline@judiciary.org.za
Gqeberha High Court	GQHCCourtonline@judiciary.org.za
Makhanda High Court	MKHCCourtonline@judiciary.org.za
Mthatha High Court	MTHCCourtonline@judiciary.org.za

Open link: The link for the Microsoft Teams Open link for Eastern Cape Division will operate every Mondays (14:00 – 15:00) and Wednesdays (14:00 – 15:00) to provide a support platform for stakeholders. The link is provided below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 313 175 285 035 4

Passcode: vh9ZT2rb

Open link: The link for the Microsoft Teams Webinar is scheduled as follows:

COURT	GO LIVE DATE	WEBINAR DATE	Link to webinar
Mthatha High Court	4 June 2025	26 May 2025 @ 14:00	<u>https://11nk.dev/krDvs</u>
Bisho High Court and East London Circuit Court	25 June 2025	11 June 2025 @ 14:00	<u>https://11nk.dev/Z7xyt</u>
Gqeberha High Court	09 July 2025	2 July 2025 @ 14:00	<u>https://11nk.dev/2FJxP</u>
Makhanda High Court	23 July 2025	16 July 2025 @ 14:00	<u>https://11nk.dev/IKIHO</u>

3. ISSUING OF PROCESS

Legal practitioners

Cases must be uploaded onto Court Online in accordance with the phased approach described above. The Registrar responsible for managing the Court Online must keep a register of all cases issued on the system.

In-person litigants

In-person litigants must be referred to the Court Online Service Desk situated in the general office, where designated court staff will assist with registration of the individual and the process of uploading the case documents onto Court Online. The Registrar responsible for managing the Court Online Service Desk must keep a register of all these cases.

Urgent cases

When initiating an urgent application on a day other than an unopposed motion court day on Court Online, the case being created must be marked as “urgent”, following a directive issued by the duty judge upon presentation of a certificate of urgency authorising the set down of the matter as an urgent matter. Cases that are not marked as “urgent” cannot be prioritised for issuing.

In respect of the urgent applications set down for hearing on an ordinary motion court day, the Registrar will issue the case on Court Online to generate a case number and enroll the matter for hearing.

In both instances, for matters to be heard on non-motion and motion court days, once a case number is allocated, the applicant must create the case bundle on Court Online under the provisions set out in this Directive.

Restricted access cases

Cases involving minor children and Anton Piller applications must be marked as “restricted access”. Cases not falling into these categories may not be marked as restricted access.

Note

The reference number generated upon submission of a new case for issuing on Court Online, is NOT the case number. The case number is automatically generated upon issuing by the Registrar online. The reference number may NOT be recorded on any papers filed in the case file. Only the case number must be used. Only the summons or notice of motion **MUST** be uploaded when a case is initiated for issuing. The documents that follow should be uploaded once the case number is issued.

A User Manual is available for downloading on the Office of the Chief Justice website under Court Online.

STATISTICS SA FORMS

When uploading a divorce summons, the legal practitioners are reminded to also upload the duly completed Stats SA form (**Annexure A**)

Failure to include the Stats SA form will result in the Registrar rejecting the issuing of the summons.

4. UPLOADING OF DOCUMENTS AND CREATION OF CASE BUNDLES

Uploading of documents to the court file created on Court Online generates a bundle (**case bundle – see Annexure B**). All documents must be uploaded to the Court Online case file in PDF format.

A new case bundle must be generated for each hearing date ('scheduled event') in a matter. It is important that the correct document type is selected when a particular document is uploaded to the case file.

Note

Practitioners often select other when uploading documents on Court Online. The presiding judge will not be able to identify the document if it is uploaded in this manner. Practitioners must refrain from selecting other from the document type selection list when documents are uploaded and should instead choose the best available description of the uploaded document. If the document type selection list does not provide for a specific document type or in the case of

uncertainty, an e-mail should be sent to the Court Online support desk under the subject heading “Request to add a new document type on Court Online” with a description of the document type to be added to the document upload selection list. No documents may be uploaded directly to the bundle in Case Lines. Court files (case bundles) created on the Court Online Portal should only be accessed through the Court Online Portal.

5. NOTICES OF WITHDRAWAL OR REMOVAL FROM THE ROLL

Should a litigating party wish to remove a matter from the roll on Court Online, the party is to upload the notice of removal / withdrawal and select the appropriate document type from the document upload selection list. The notice of removal should indicate the relevant roll from which the matter is to be removed. The notice of removal / withdrawal shall be uploaded at least five (5) clear court days before the hearing of the matter, and the litigating party shall simultaneously notify the secretary of the judge hearing the matter if applicable, per email, of the removal / withdrawal of the matter. The same process must be followed should a matter be removed from the roll by agreement between the parties.

6. COURT OFFICE HOURS FOR FILING

The normal business hours/court hours for the court, in terms of Rule 3 of the Uniform Rules of Court are applicable for electronic filing as follows:

Monday to Friday: 09h00 to 13h00

14h00 to 15h00

Documents and applications, including applications in terms of Rule 31(5) for

default judgment that are filed outside court hours are deemed to have been filed on the following court day. The date and time as appear on the Court Online cover letter is the date and time of filing.

It should be noted that documents may be uploaded at any time, but the Registrar's office will only accept receipt of documents officially between the hours mentioned above.

Matters affected by prescription must promptly be communicated to the Registrar for permission to upload so that the matter can be issued timeously.

7. URGENT APPLICATIONS

This section applies to urgent applications issued after the Go Live Date. An applicant who initiates urgent applications on Court Online must provide the respondent/s with all information and documents related to the Court Online system to enable the respondent/s to oppose the application when the application is served on the respondent/s.

There must be compliance with the Uniform Practice Rules.

8. URGENT APPLICATIONS BY IN-PERSON APPLICANTS

This section applies to urgent applications issued after the Go Live Date. In-person litigants who do not have the means to initiate their matters shall attend at the Registrar's office or, if after-hours, process their documents by email or "in person" to the stand-by Registrar, who shall assist by transmitting documents to the Duty Judge and, once a certificate has been obtained, upload

the documents on Court Online, issue a case number and thereafter liaise with the presiding judge, through the Judge's Registrar, for the adjudication of the application.

The Judge's Registrar shall thereafter ensure that the case file is endorsed online and the issued order uploaded and published on the case file. Where an order is given *ex tempore*, the endorsed case file shall be assigned to the relevant typist team for further processing. The judge's Registrar shall upload and publish the order on the case file once it is typed and issued.

After an urgent application has been concluded, the judge's secretary / after-hours Registrar shall unmark the matter as urgent so it can be removed from the urgent court dashboard.

There must be compliance with the Uniform Rules of Practice for the Division.

9. UNOPPOSED MOTIONS

9.1 Applying for a motion date

This section applies to all unopposed motions that are issued after the Go Live Date.

Notice of Motion requiring hearing date before issuing

1. Before the issuing of a new motion application on Court Online which requires the insertion of a court hearing date, the applicant will need to first obtain a date from the Registrar on the prescribed form (application for a court hearing date - **Annexure C**). The date allocation form will need to be completed and signed off by the clerk concerned. At this stage, the matter will not have a case number.
2. Once a date has been obtained, it can then be inserted on the Notice of

Motion and uploaded to Court Online for issuing.

Note

Practitioners must ensure to include the duly completed date allocation form with the Notice of Motion and founding affidavit for issuing. Failure to include the date allocation form will result in the Registrar rejecting the issuing of the application.

9.2 Notice of Motion requiring a set down notice

1. A Notice of Motion issued on Court Online, which is ready to be set down on the unopposed roll, will follow the process of obtaining a date of hearing from the Registrar using the date allocation form (Annexure D).
2. The notice of set down must be uploaded for issuing together with the duly completed and stamped date allocation form. Failure to include the date allocation form will result in the Registrar rejecting the enrolment of the application.
3. The Respondent / Defendant / interested parties are to be included when the matter is referred for set down.

9.3 Rule *nisi* / return dates

Before uploading a draft order on Court Online, the duly completed and stamped date allocation form (Annexure D) from the Registrar must be included. Failure to upload the approved date form may result in the date being unavailable and the matter not being allocated on the final roll for the return date.

9.4 Closing of the final roll

The only Court Online matters that shall remain on the final roll are those in which the bundle has been timeously completed and indexed in the prescribed manner.

Documents to be uploaded for final enrolment on the unopposed motion roll, are:

- A draft order of court, if applicable.

The Registrar shall place the matter on the final court roll and assign the cases to the relevant Judge. Before the hearing date, the Judge's Registrar shall take note of any filed notices of withdrawal and matters removed by notice.

9.5 Matters that become opposed

A respondent who, despite being late to do so, wishes to oppose the granting of an order, must communicate that fact by uploading the necessary notice to the casefile on Court Online and by email to the Registrar of the allocated Judge, with all other parties copied into all email correspondence, and otherwise comply with this directive.

Counsel or the attorney for an applicant must, at once, when it becomes known that there is opposition, regardless of its merits, immediately communicate that fact to the allocated Judge's Registrar by e-mail.

10. DEFAULT JUDGMENT (RULE 31(5) BEFORE THE REGISTRAR)

- a) When applying for default judgment in terms of rule 31(5), it is imperative that all supporting documents (summons with supporting annexures and return/s of service), the application, draft order and any other relevant documents in relation to the application are uploaded prior to uploading the application.
- b) If the application is uploaded without the supporting documents required

to enable the Registrar to consider the application, such application must be returned by the designated Registrar. Legal Practitioners will have to comply with Paragraph (a) above before re-submitting the application.

- c) Default judgment in terms of Rule 31(2) must not be brought before the default judgment Registrar and should be enrolled on dates determined by the Registrar as per the applicable rule / directive.
- d) After having considered the application, the Registrar shall decide in terms of Rule 31(5), endorse the electronic file with the outcome e.g. ‘Granted Rule 31 (5) *Dlamini (Pty) Ltd v Dlamini & Sons CC*’. The Registrar shall immediately after endorsement of the file, upload the court order.
- e) Where there are defects and/or discrepancies preventing granting of default judgment, the court official processing the application must, when processing the application on Court Online, set out the reasons for rejecting the application as part of the rejection notice and upload the query sheet.
- f) No applications may be submitted during *dies non* (the period between 16 December and 15 January).
- g) Enquiries regarding court orders of applications for default judgment in terms of Rule 31(5) should be directed to the relevant default judgment Registrar.

11. CASE OUTCOMES AND COURT ORDERS

Case Outcomes are recorded on the Court Online system. The outcomes are not visible to Court Online portal users. Once an order is generated and uploaded to the court file, the order will appear in the Court Online portal under “my case documents”.

Sheriffs must register their own profile accounts and will request access to electronic files when necessary. Sheriffs can access the cases to verify court orders by selecting “access a case” on the Court Online portal.

12. LEAVE TO APPEAL – COURT ONLINE MATTERS

1. The requirements and procedure set out in the rules must be met and followed for the allocation of a date for the hearing of an application for leave to appeal.
2. The application for leave to appeal must be uploaded to the electronic court file on Court Online. A copy of the application must also be filed with the relevant Judge’s Registrar (general office). The application should clearly indicate the name of the relevant Judge on the application.
3. Once a date for hearing has been determined in accordance with the existing practice, the Judge will indicate any further directions for the filing of additional documents either in hard copy or uploaded to the electronic file on Court Online, if necessary.

13. WARRANTS OF EXECUTION (Rule 45 and 46) / EVICTION

WARRANTS, DELIVERY WARRANTS

Requests for warrants of execution, eviction warrants or delivery warrants in respect of Court Online files must be submitted together with a copy of the court order or taxed bill. Warrants for paper-based files will still require the court file.

The relevant warrant must be delivered to the registrar's clerk (general office) for allocation of the online case file to a Registrar.

Upon allocation of the warrant to a registrar by the registrar's clerk, the warrant *will be rejected* as the default position, and a system-generated notification will be sent to the attorney. It is imperative that attorneys read the rejection notification as it will contain information on whether the warrant is returned due to a defect or if it is assigned to a registrar for issuing. Attorneys shall receive an email notification once a warrant has been issued. Warrants rejected upon allocation to a registrar may not be uploaded again. Upon correction of the warrant, which was denied due to a defect, it may be re-submitted for consideration.

Warrants must be uploaded to the electronic court file by the Registrar, except for matters that are still paper-based.

14. TAXATION

Taxation can be activated at the issuing stage by the Registrar.

If it was not activated, once a cost order has been made, taxation becomes available. After endorsing the case outcome, the Judge's Registrar shall ensure the taxation avenue becomes available.

For matters on Court Online, the legal representative must upload the notice

of Taxation and bill under “Taxation” on the electronic court file. If “Taxation” is not available, a request to activate it should be made to the Court Online Helpdesk / Civil or Taxation Master.

15.PART B -CLARITY -FAQs

1. Issuing

- 1.1 When commencing a case, legal practitioners must refrain from adding their own details as the contact person when entering the parties’ details.

*Where legal practitioners’ details are added, it will appear on the cover sheet as if the practitioner is a party to the case. Case or party details cannot be altered once a case is issued.

- 1.2 There is no requirement to upload a ‘scanner sheet’ for issuing a new case on Court Online.
- 1.3 One cause of action between parties may only be issued once. Subsequent interlocutory applications based on the same cause of action between the same parties may not be issued as a new case and must instead be filed in the case already issued.

2. My Limitations

Practitioners may not exceed any set limits as found in the Uniform Rules of Court or any Practice Directives of the Eastern Cape Division of the High Court.

3. Applications for hearing dates

All date application requirements must be uploaded. Where the required documents are not uploaded, the Registrar or designated Clerk must return the application.

4. Court Online Case Bundles

- 4.1 A new case bundle must be generated for each hearing date in a matter, including return dates.
- 4.2 Documents must be added to the bundle by selecting “My Case Documents”, then clicking on the yellow “Bundle” button, selecting the documents to add, and selecting the section to which the documents should be added. Thereafter, click “Add to Bundle”. If this is not done, the bundle will remain empty as documents are not automatically transferred to bundles.
- 4.3 When clicking “View Bundle”, the sub-bundle for a particular hearing date opens in a new window. The sub-bundle is not paginated. To see the pagination, the bundle selection should be changed to “Master Bundle”.
- 4.4 A consolidated index need not be filed, as reference may be made to the Master Bundle pagination.
- 4.5 No bundles may be created directly on CaseLines. All bundles must be created and accessed from Court Online.

5. General

- 5.1 All Court Users must register on Court Online.
- 5.2 During *dies non*, from 16 December to 15 January, no applications for hearing date allocations in the ordinary course will be attended to. Date applications received during this period will be attended to during the first week of the new term. This does not apply to hearing dates for urgent applications.
- 5.3 No files or duplicate files may be created on CaseLines directly for matters that were issued on Court Online. Registrars’ staff are directed not to process Court Online matters on CaseLines.
- 5.4 Any reference to “file with the Registrar” means uploading a

document to the court file on Court Online. No e-mails containing documents for filing should be sent to any court staff member unless indicated in the Directives above.

5.5 Legal practitioners and litigating parties must refrain from copying the Chief Registrar, Registrars, Judges or their Secretaries in email communication between practitioners or parties.

5.6 Court Staff cannot “invite” or give access to anyone for matters on Court Online. If the practitioner representing the Applicant / Plaintiff fails to invite the practitioner(s) representing the Respondent / Defendant under ‘Parties and Contacts’, such practitioners (who were not invited) can access cases wherein they are involved through the “Access a Case” functionality on Court Online.

16. PART C - PROTOCOL FOR EMERGENCY ARRANGEMENTS WHEN COURT ONLINE IS INACCESSIBLE

1. Inevitably, with electronic systems, there is a risk of unforeseen downtime. This protocol serves to communicate the default plan when the Court Online system downtime exceeds one court day.
2. If the system is inaccessible for the periods as set out below, the following alternative measures will be applicable:

Downtime for 24 hours

3. Urgent applications will be permitted to be issued manually over the counter at the Issuing Office.
4. Matters prescribing within a three (3) day period will also be permitted to be issued manually subject to Registrar review to confirm pending prescription.

Downtime for five (5) court days or longer

5. All processes will be permitted to be issued manually over the counter until such time as the system has been restored. Case numbers assigned will bear a court-issued prefix that indicates that they were issued during system downtime.
6. Once the system has been restored, practitioners are required to upload the manually issued documents and re-issue such matters on the Court Online portal and input the manually issued case number under the

“Related Case Number” field when starting the case. Both the manual and Court Online issued case number must then reflect on all pleadings filed in the matter.

7. Matters issued manually during such periods of system inaccessibility may not be created on Case Lines and must be filed and processed on the Court Online platform once accessibility has been restored.
8. Process for filing may be brought to court for stamping. Such manually issued process must be uploaded on the Court Online platform once accessibility has been restored.

Enrolled matters with hearing dates within the next 5 court days

9. If a bundle had already been created from Court Online and additional documents must be uploaded, the litigants / legal practitioner is to seek direction from the Judge seized with / allocated to the case.
10. If a bundle has not been created on Court Online, NO interim bundle may be created in CaseLines. The litigants / legal practitioner is to seek direction from the Judge seized with / allocated to the case.

ANNEXURES

- | | |
|---|--------------|
| 1. STATISTICS SA FORM | -ANNEXURE A |
| 2. HOW TO CREATE A BUNDLE | - ANNEXURE B |
| 3. DATE REQUEST/DATE ALLOCATION FORM | - ANNEXURE C |
| 4. DATE ALLOCATION FORM/CASE FLOW MANAGEMENT FORM | – ANNEXURE D |
| 5. DEFAULT JUDGEMENT FORM (FORM A) | - ANNEXURE E |
| 6. DEFAULT JUDGEMENT DRAFT ORDER (FORM B) | - ANNEXURE F |

17. PART D - ANNEXURES

Annexure A

STATISTICS FORM

CASE NO.



stats sa
Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

FORM 07-04

STATISTICS OF DIVORCES

Instructions:

SECTIONS 1 - 3 TO BE COMPLETED FOR **BOTH** HUSBAND AND WIFE.

SECTIONS 4 - 12 TO BE COMPLETED BY THE PLAINTIFF

Implementation date: 01/01/13

1=Mark applicable block with a cross (X)

	Husband / Spouse / Partner	Wife / Spouse / Partner
1. IDENTITY		
1.1 Name and surname		
1.2 Current address (or last known address)		
1.3 Identity number		
1.4 Population group ¹	☐ African/Black ☐ Coloured ☐ White ☐ Indian/Asian ☐ Other (Specify):	☐ African/Black ☐ Coloured ☐ White ☐ Indian/Asian ☐ Other (Specify):
1.5 Occupation at time of divorce		
1.6 Industry		
2. MARITAL STATUS AT TIME OF MARRIAGE ¹	☐ Never married ☐ Widower ☐ Divorcee	☐ Never married ☐ Widow ☐ Divorcee
3. NUMBER OF TIMES DIVORCED (including current divorce)		
4. TYPE OF MARRIAGE	☐ Civil marriage ☐ Customary marriage ☐ Civil union ☐ Other (Specify):	
5. PLAINTIFF ¹	☐ Husband / Spouse / Partner ☐ Wife / Spouse / Partner	
6. INVOLVED IN POLYGAMOUS MARRIAGE	☐ Yes ☐ No	
7. WHERE WAS THE MARRIAGE SOLEMNISED ¹	☐ Church ☐ Dept of Home Affairs ☐ Magistrate's office ☐ Mosque ☐ Customary rites ☐ Synagogue ☐ Other religious buildings ☐ Other (Specify):	
8. MATRIMONIAL PROPERTY SYSTEM ¹	☐ In community of property ☐ Out of community of property (excluding accrual system) ☐ Out of community of property (including accrual system) ☐ Other (Specify):	
9. NUMBER OF MINOR CHILDREN INVOLVED		

10. AGE AND SEX OF MINOR CHILDREN INVOLVED <i>(under 18 years)</i> 1 = Male 2 = Female	Child 1		Child 2		Child 3		Child 4	
	Sex	Age	Sex	Age	Sex	Age	Sex	Age
	☐	☐	☐	☐	☐	☐	☐	☐
	Child 5		Child 6		Child 7		Child 8	
	Sex	Age	Sex	Age	Sex	Age	Sex	Age
	☐	☐	☐	☐	☐	☐	☐	☐
11. THE MAIN GROUNDS FOR DIVORCE	☐ Adultery ☐ Desertion ☐ Financial difficulties ☐ Medical Insanity ☐ Childlessness ☐ Imprisonment ☐ Abuse ☐ Other (Specify):							
12. DATE OF MARRIAGE	Day		Month		Year			
	☐	☐	☐	☐	☐	☐	☐	☐

NB SECTIONS 13 - 14 TO BE COMPLETED BY THE REGISTRAR

13. DATE OF DIVORCE	Day		Month		Year			
	☐	☐	☐	☐	☐	☐	☐	☐
14. COURT NAME								
								

REGISTRAR: Signature: Date: Stamp:

Note: Copies of this form can be obtained from: Health and Vital Statistics Directorate, Statistics South Africa, Private Bag X44, Pretoria 0001. Copies of the form in the other official languages would be sent upon request. If children are more than eight (8) please fill in another form and attach it to this one.

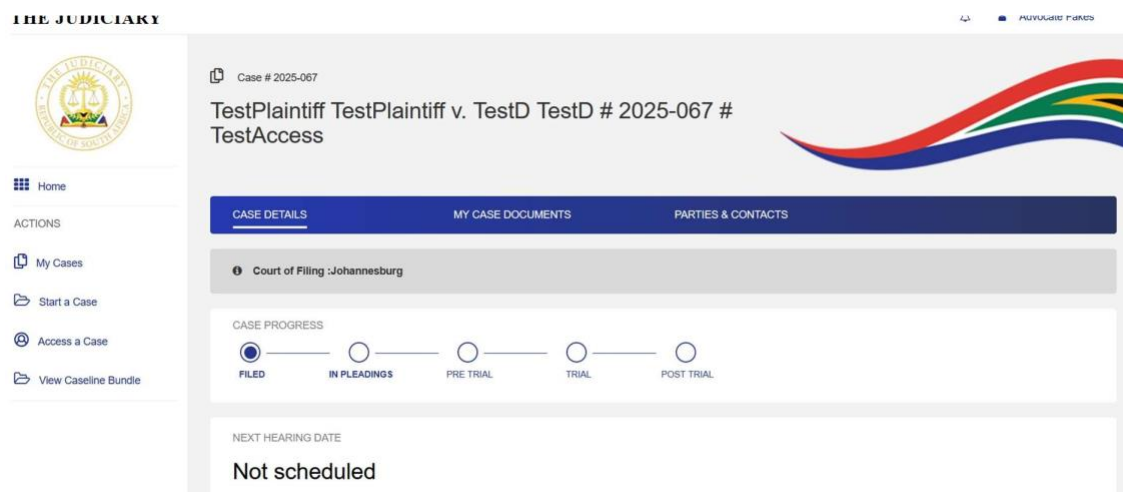
ANNEXURE B

HOW TO CREATE A BUNDLE

Things to keep in mind before creating the bundle

- Ensure that your application for the hearing date is submitted via the Court Online system
- After the Court receives your application, a hearing date will be scheduled by the Court Official and that's when you're permitted to create the bundle
- A notification confirming the scheduled hearing date should have been sent to you via Court Online or email
- In the "**MY CASE DOCUMENTS**" tab, the document you submitted to request the hearing date should now show as APPROVED

STEP 1: Find the case number that you intend to create the bundle for



STEP 2: Ensure the “**CASE DETAILS**” tab is selected, as shown in the screen below

laptops bought for 96000 - Go: X Case Details - The Judiciary X +

← → ↻ https://ocjndynu-app-customerportal.azurewebsites.net/#/auth/dashboard/casedetails

THE JUDICIARY

ADVOCATE FIRMES

Case # 2025-067

TestPlaintiff TestPlaintiff v. TestD TestD # 2025-067 #
TestAccess

Home

ACTIONS

My Cases

Start a Case

Access a Case

View Caseline Bundle

CASE DETAILS MY CASE DOCUMENTS PARTIES & CONTACTS

Court of Filing :Johannesburg

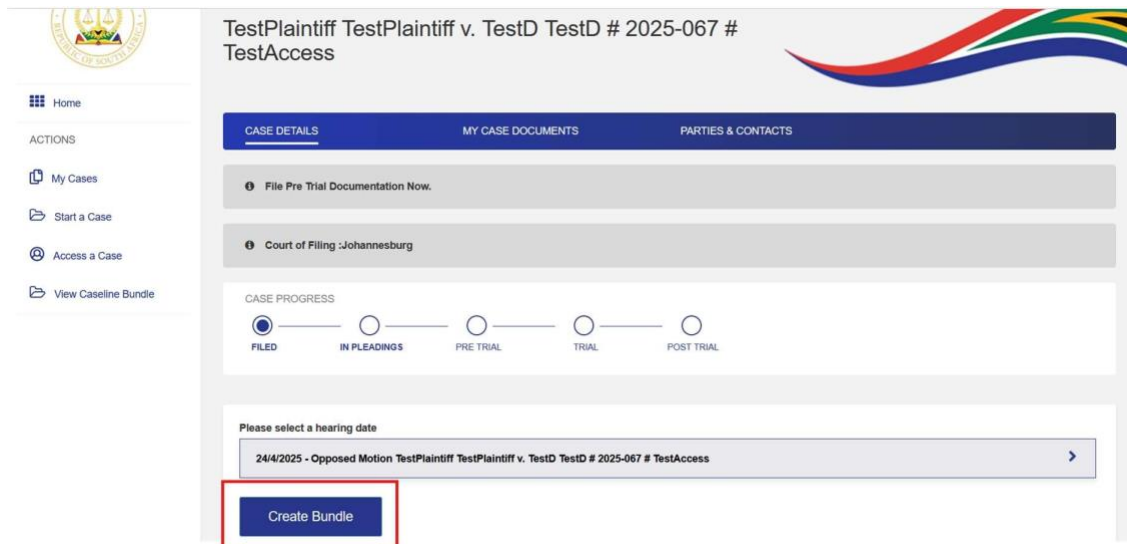
CASE PROGRESS

FILED IN PLEADINGS PRE TRIAL TRIAL POST TRIAL

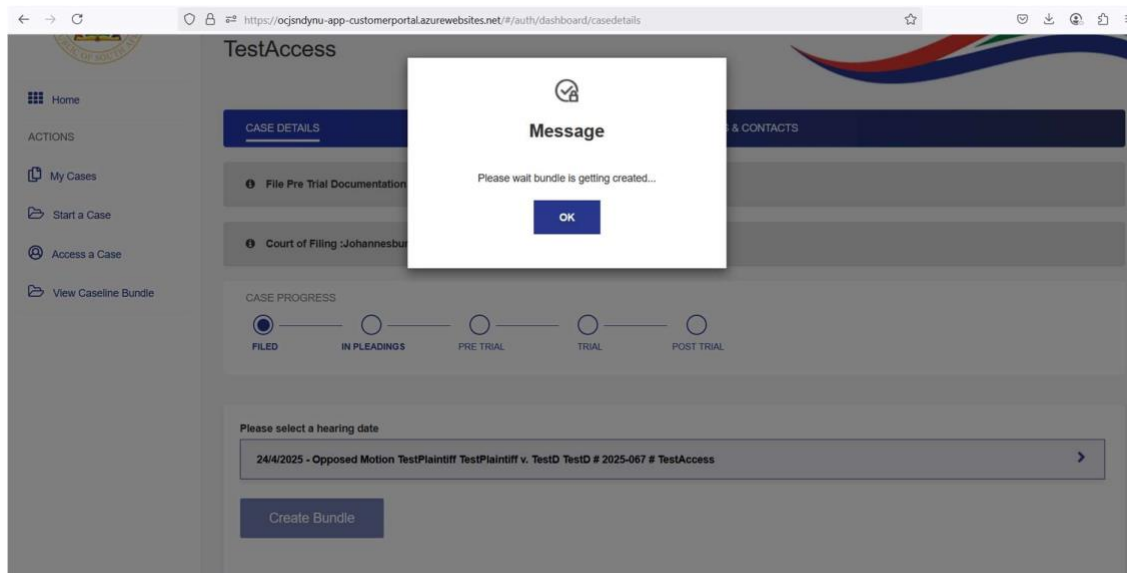
NEXT HEARING DATE

Not scheduled

STEP 3: Scroll down to find the “*Create Bundle*” button and click the “*Create Bundle*” button, as shown in the screen below

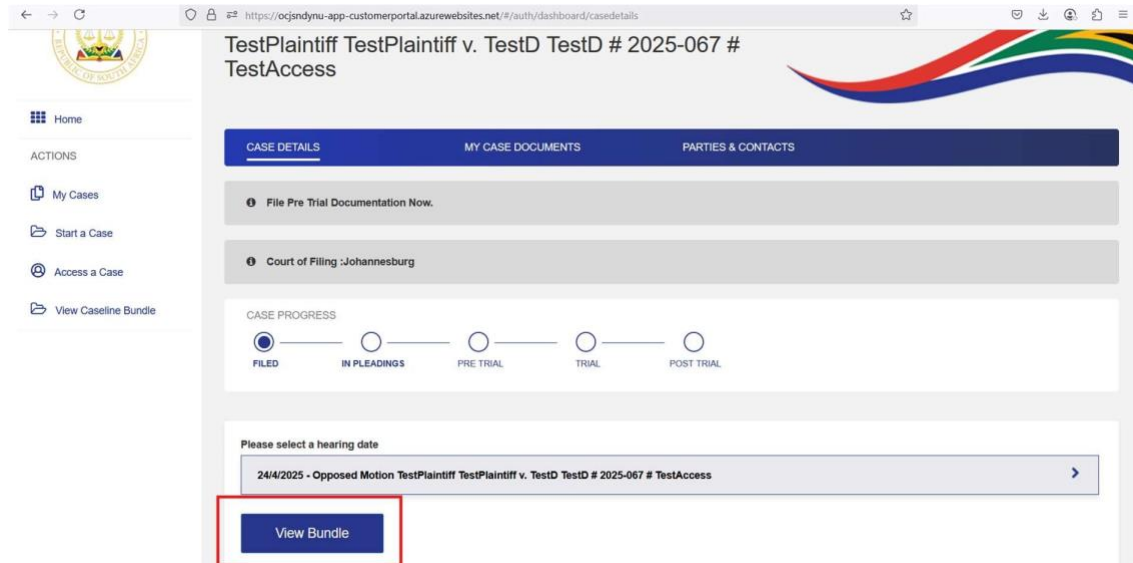


STEP 4: After the bundle is successfully created, the following message will appear

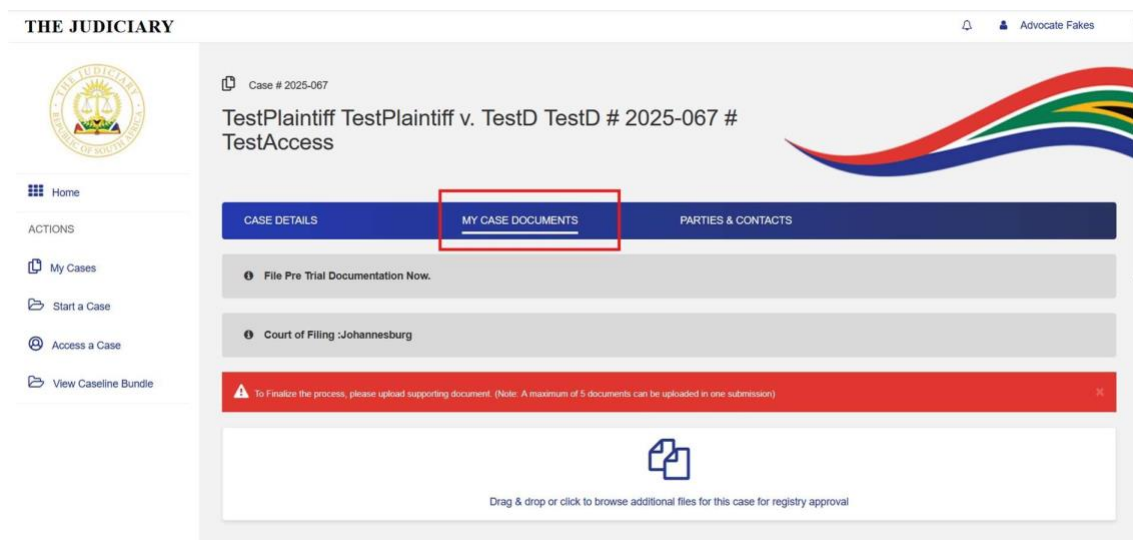


STEP 5: After the successful creation of the bundle, the button will change from “*Create Bundle*” to “*View bundle*”

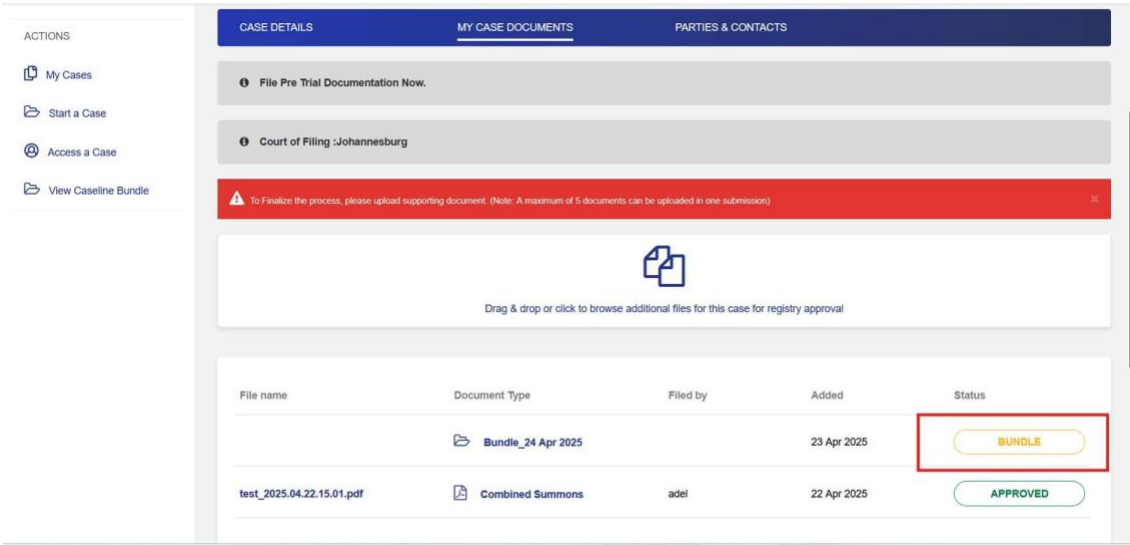
NOTE: At this point, the bundle will not contain any documents, as they still need to be added



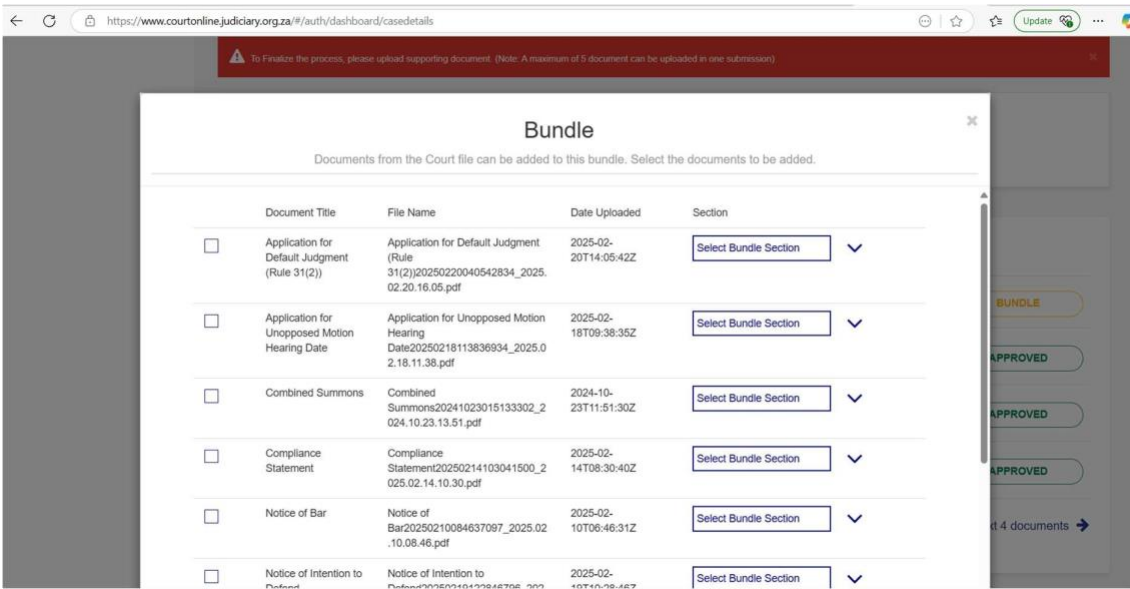
STEP 6: To add documents to the created bundle, click on the “*MY CASE DOCUMENTS*” tab, as shown below



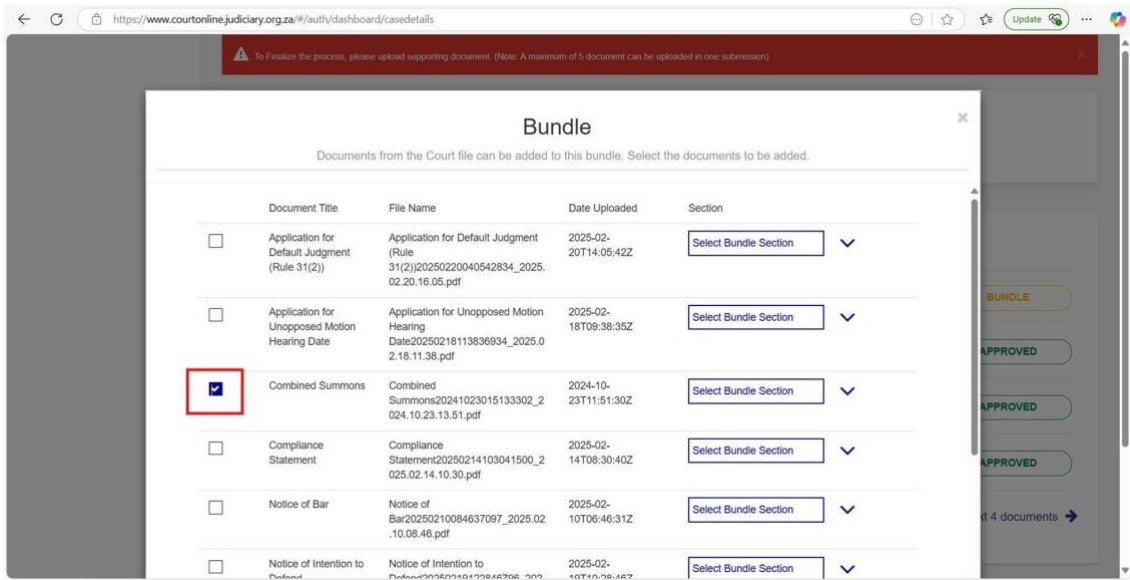
Scroll down on that page until you find the bundle button. The yellow button indicates that you can now add documents to the created bundle.



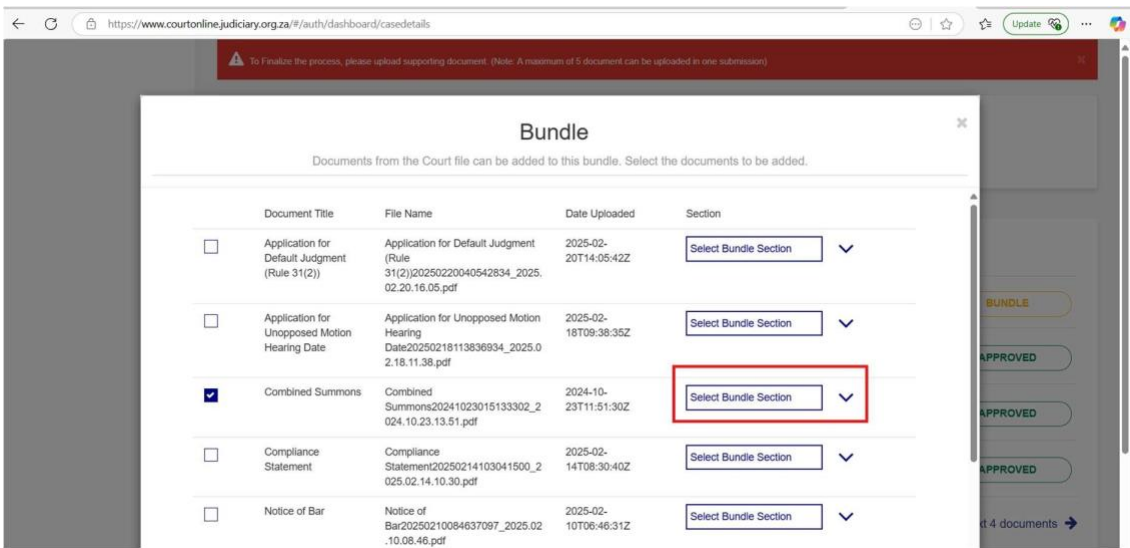
STEP 7: Click the bundle button, and the screen below will display, showing the list of documents you've uploaded to your case. These are the documents you can add to your bundle



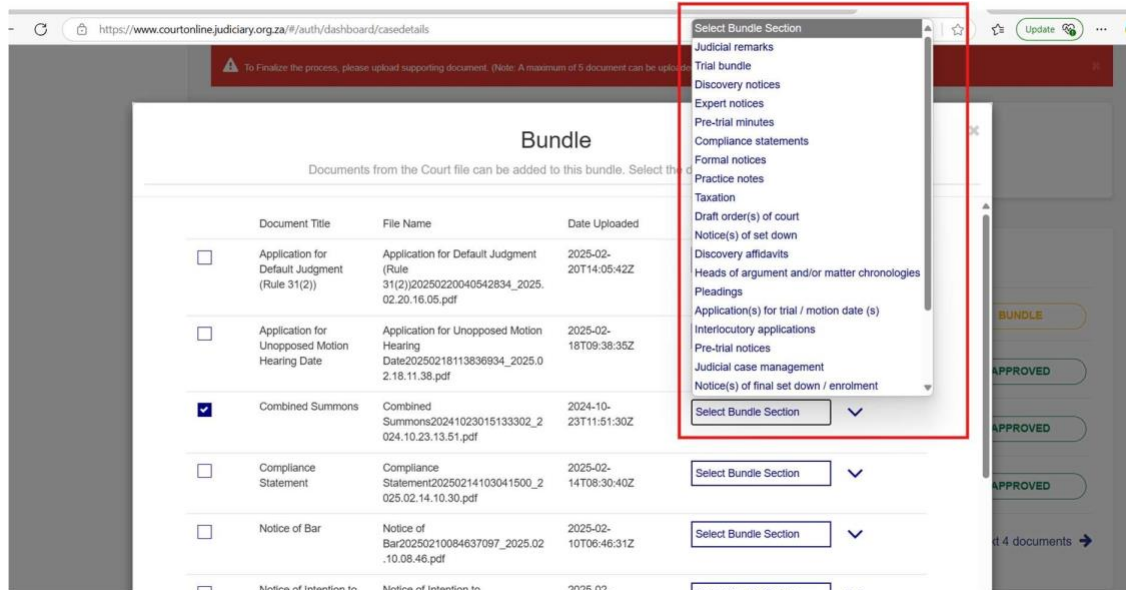
STEP 8: To add a document to the bundle, for an example if you want to add “*Combined Summons*” as shown below, tick the checkbox next to it



After ticking the box, click on the “*Select Bundle Section*” dropdown, as shown below

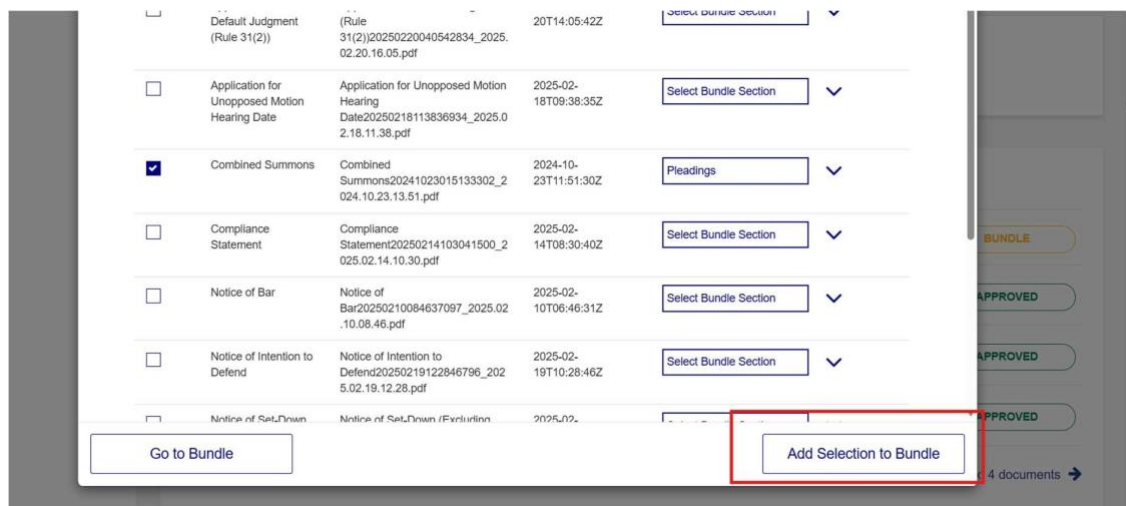


Once you click on "**Select Bundle Section**", the screen below will appear, where you can choose the category for the document you're adding to the bundle. And for this example, select the category for the *Combined Summons*

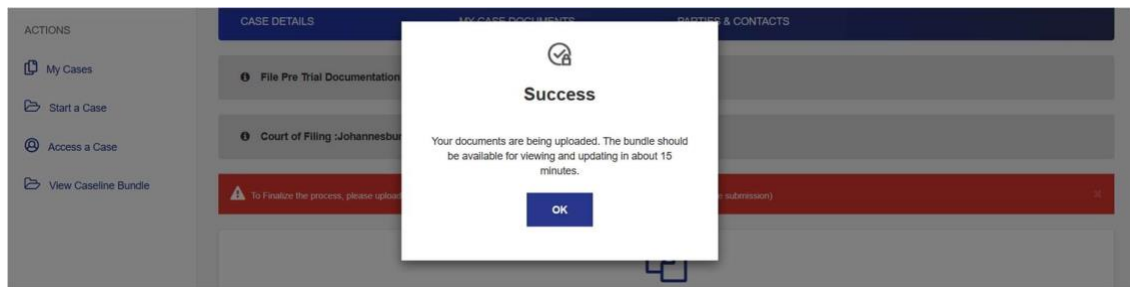


STEP 9: Once you've selected all the documents you wish to add to the bundle, scroll down and click the "**Add selection to bundle**" button

NOTE: You can add several documents at once, you don't have to add them one by one

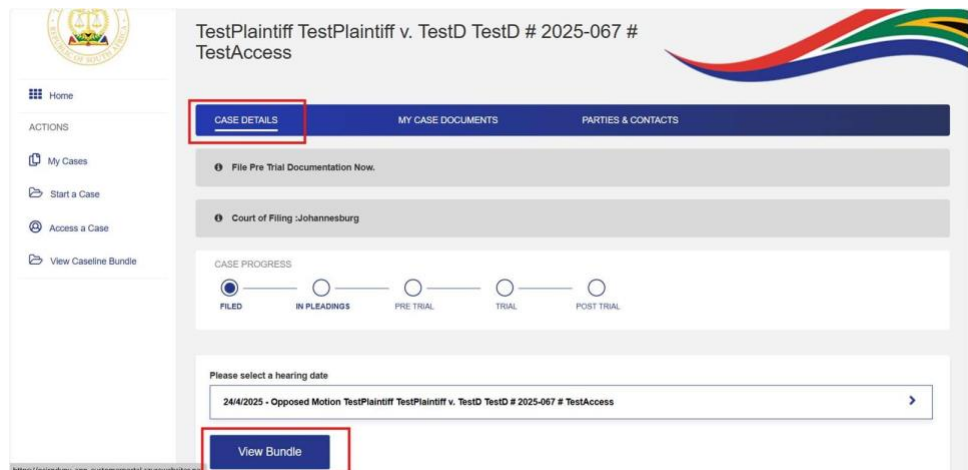


STEP 10: After successfully adding the documents to the bundle, the following message will appear

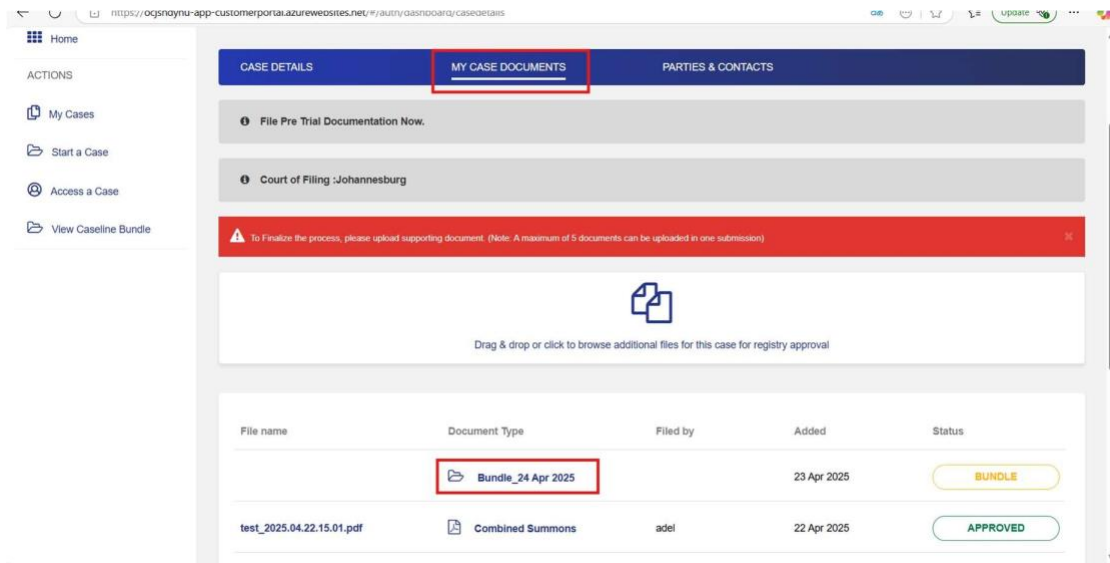


STEP 11: To view the documents added to the bundle, you can do so in 2 ways:

1. Navigate to the “**CASE DETAILS**” tab and click on “**View Bundle**” button



2. Navigate to the “**MY CASE DOCUMENTS**” tab and click on the blue bundle name



STEP 12: When you click one of the options listed in *Step 11*, a separate window/tab will open, as shown below. The screen shown below is the *CaseLines* system, used by the Judge to access/view all the documents added to the bundle



STEP 13: On the *Caselines* system, all the documents you've added to the bundle will be displayed on the left pane, as shown below. The bundle currently contains only the *Combined Summons*, as it is the only document that has been added to it

NOTE: These are all the documents that the Judge must be able to view for the hearing

COURT ONLINE COVER PAGE

IN THE HIGH COURT OF SOUTH AFRICA
Gauteng Local Division, Johannesburg

CASE NO

In the matter between:

Plaintiff / Applicant / Appellant

and

Defendant / Respondent

Combined Summons

01: Header Bundle

02: Pleadings

Combined

Summons/020419021

ANNEXURE C

DATE REQUEST /DATE ALLOCATION FORM

COURT ONLINE MATTER	
(MATTERS ISSUED PRIOR TO COURT ONLINE (“BROWN FILES”))	

(Once a date is obtained, kindly provide the court with the application/set down and include this document so that the matter can be physically placed on the court roll.)

CASE NO.	
PARTIES (PLAINTIFF\APPLICANT & DEFENDANT\RESPONDENT)	
PLAINTIFF/S or APPLICANT/S or ATTORNEY’S DETAILS	
DEFENDANT/S or RESPONDENT/S or ATTORNEY’S DETAILS	
APPLICANT’S HC BOX NO. ALTERNATIVELY E-MAIL ADDRESS	

NATURE OF APPLICATION: COMPULSORY

ADMISSION		SUMMARY JUDGMENT	
RULE NISI		DIVORCE	
APPLICATION (SPECIFY TYPE):		EVICTON	
DEFAULT JUDGMENT		RAF ROLL (TUESDAYS)	
RULE 46A		RULE 46A (FRIDAY BACKLOG ROLL	

FOR REGISTRAR’S OFFICE USE ONLY

DATE ALLOCATED	
SIGNATURE OF REGISTRAR	
DATE STAMP	

ANNEXURE D**DATE ALLOCATION FORM - CASE FLOW MANAGEMENT FORM**

COURT ONLINE MATTER	
(MATTERS ISSUED PRIOR TO COURT ONLINE (“BROWN FILES”))	

**TRIAL DATE / OPPOSED MOTION / SEMI – URGENT DATE
ALLOCATION**

CASE NO.	
PARTIES	
PLAINTIFFS / APPLICANTS ATTORNEYS	
DEFENDANT/RESPONDENTS ATTORNEYS	
DATE ASSIGNED	
REGISTRAR/ REGISTRAR’S CLERK	
SIGNATURE	

DATE STAMP

ANNEXURE E

DEFAULT JUDGMENT APPLICATION (FORM A)

FORM "A"
APPLICATION FOR JUDGMENT BY DEFAULT (RULE 31(5))
IN THE HIGH COURT OF SOUTH AFRICA
(EASTERN CAPE HIGH COURT, EAST LONDON)

Case No.....

In the matter between:

Plaintiff

And

Defendant

(a) The summons has been duly served on the defendant on

.....

(b) The time for entering appearance to defend having expired on

.....

(c) The defendant has not entered an appearance to defend.

The plaintiff hereby applies for judgment by default against the defendant as claimed in the summons, in accordance with the attached draft, as follows:

1. Payment of the sum of R.....
2. Interest on the said sum at the rate of% per annum from.....to date of payment.
3. Costs of suit.

DATED THIS DAY OF 20...

PLAINTIFF/PLAINTIFF'S ATTORNEY

ATTORNEY & TELEPHONE NUMBER

(Service

D3-17

ANNEXURE F

DEFAULT JUDGMENT DRAFT ORDER (FORM B)

JUDGMENT BY DEFAULT (RULE 31(5))
IN THE HIGH COURT OF SOUTH AFRICA
(EASTERN CAPE HIGH COURT, EAST LONDON)

Case No.....

In the matter between:

Plaintiff

And

Defendant

After having read the summons and other documents filed of record, judgment by default is granted in favour of the plaintiff for:

1. Payment of the sum of R.....
2. Interest in the said sum at the rate of...% per annum as from... to date of payment.
3. Costs in the sum of R200.00 (plus the Sheriff's fees) or R650.00 (plus the Sheriff's fees) or taxed costs. (Delete which are not applicable).

REGISTRAR

Any other directions in terms of Rule 31 (5)(b)(iii) (vi) inclusive

REGISTRAR

ATTORNEY & TELEPHONE NUMBER

D3-18

(Service 33, 2009)

CaseLines

1. Hearings:

- (a) Legal representatives are required to participate in the hearings with full familiarity of the functionalities of the CaseLines system, including viewing, navigating, and presenting documents electronically.
- (b) Parties must ensure that their legal representatives have appropriate access, equipment, and connectivity to utilise CaseLines without technical interruption.
- (c) The Court expects legal representatives to be sufficiently familiar with the layout and organisation of the CaseLines bundle to ensure efficient navigation.

2. CaseLines Index Instructions:

- (a) The CaseLines index must be used as the primary navigational tool during the hearing.

3. Use of the "direct to page" functionality:

- (a) The legal representative presenting oral submissions, or any member of that legal team, must use the CaseLines "direct to page" functionality whenever the Court is referred to a specific page in the bundle.
- (b) The "direct to page" functionality is to be used as follows:
 - (i) Select "view case list";

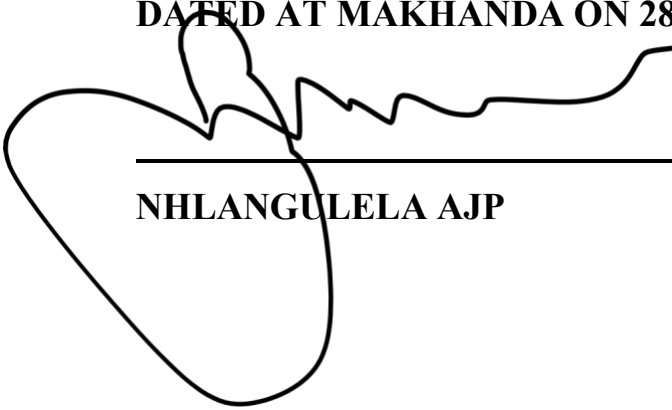
(ii) Select "review evidence";

(iii) Select the relevant document or page from the master bundle located on the left-hand side of the screen;

- (iv) Select "present" at the top of the screen, located between "view" and "notes", which will produce a horizontal bar;
 - (v) On the right-hand side of this bar, select "direct to page", located between "lawyers, judges, court staff" and "page direction history".
- (c) Counsel must ensure that the relevant page has fully loaded on CaseLines before proceeding to make any substantive submissions on its contents.

Where a party intends to rely on multiple pages or documents in quick succession, a pre-identified list of such references must be prepared to minimise delays during oral arguments.

DATED AT MAKHANDA ON 28 JULY 2026



NHLANGULELA AJP